

CENTRAL REGISTRY PROCEDURE MANUAL

Subject: How to Print an EMT Card	Number: 650-65
Effective Date: 11/13/2020	

PURPOSE:

To provide instructions on how to print an Initial Applicant, Renewal or Reinstatement EMT card.

GUIDANCE:

Central Registry authorized users and EMSA staff may print EMT cards. Some Certifying Entities request that EMSA print & mail their cards; others print cards directly from their agency and distribute to the EMTs. Verify which process is used by your Certifying Entity.

EMSA prints the cards:

Once you have completed the licensing process, the cards will automatically queue to print. EMSA will print the batch and distribute as you requested.

Certifying Entity prints the cards:

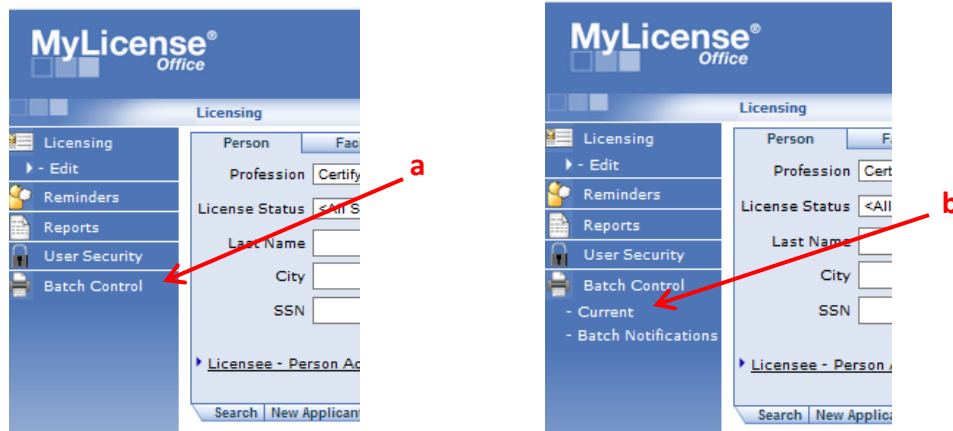
Depending on what type of application you are processing, you will get different responses from the Central Registry showing that the license has been issued, renewed or reinstated and that the card is in the print cue.

- After processing an application for an Initial EMT certification, you will receive a message that the EMT license has been approved.
- For a renewal/reinstatement, you will be returned to the main screen which shows the new expiration and effective dates.

At either of these points, the record has been sent to your “Batch Control – Current” on the left side of the screen and the card is ready to be printed.

PROCEDURE:

1. On the Navigation Menu, Select Batch Control (a) and then click Current (b).



For questions or support, send an email request to mlohelpdesk@emsa.ca.gov using the [MLO Helpdesk Keywords](#).

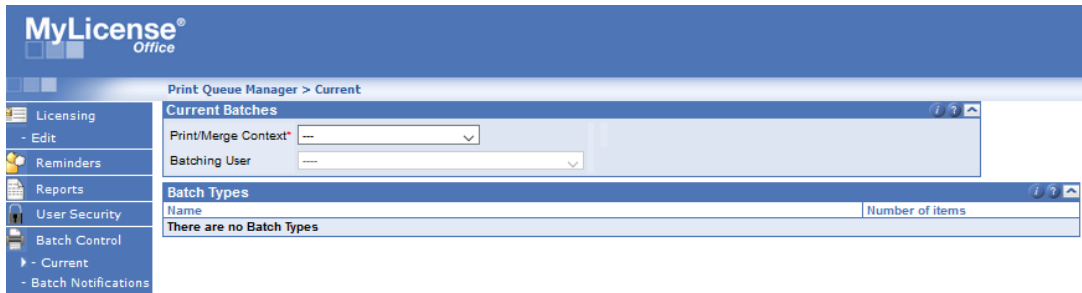
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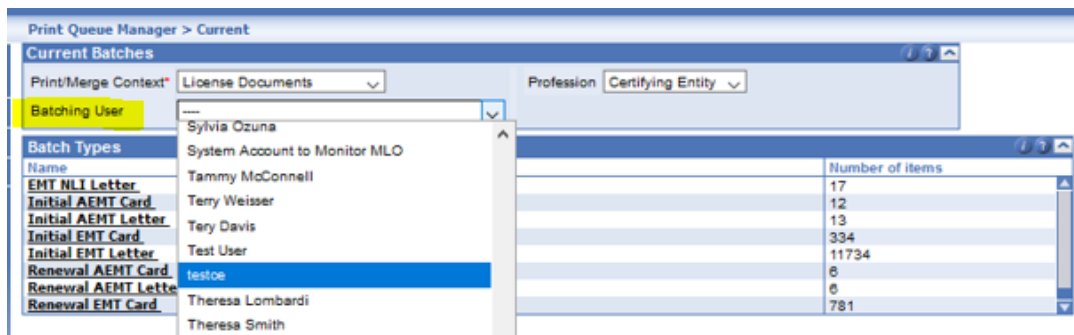
2. The Print Queue Manager screen will open as shown below:



- a. Select the **Print Merge Context** dropdown and click on **License Documents**. That is the only dropdown used for printing EMT/AEMT cards.



- b. The Profession will auto populate to *Certifying Entity*. Select the **Batching User** and click on only **your UserID** name to view EMT cards that you sent to the printer.



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- c. Click on the underlined Batch Type that you are looking to print. Separate batches need to be run for each batch type.

Note: If it is a Reinstatement, you will click on the Initial card or letter.

Print Queue Manager > Current

Current Batches

Print/Merge Context* License Documents Profession Certifying Entity

Batching User testoe

Batch Types

Name	Number of items
<u>Initial AEMT Card</u>	7
<u>Initial AEMT Letter</u>	7
<u>Initial EMT Card</u>	10
<u>Initial EMT Letter</u>	9
<u>Renewal AEMT Card</u>	3
<u>Renewal AEMT Letter</u>	3
<u>Renewal EMT Card</u>	13
<u>Renewal EMT Letter</u>	11

3. The Search Print Queue (License Documents) will appear in the lower portion of the screen.

- Select the License Type – EMT or AEMT (a).
- You can search for one EMT by entering the name, license number or applicant number and clicking *Search*.
- You can search for all batched EMTs by entering the License Type only and clicking *Search*.

MyLicense[®] Office

Print Queue Manager > Current

Current Batches

Print/Merge Context* License Documents Profession Certifying Entity

Batching User testoe

Batch Types

Name	Number of items
<u>Initial AEMT Card</u>	9
<u>Initial AEMT Letter</u>	9
<u>Initial EMT Card</u>	22
<u>Initial EMT Letter</u>	19
<u>Renewal AEMT Card</u>	3
<u>Renewal AEMT Letter</u>	3
<u>Renewal EMT Card</u>	20
<u>Renewal EMT Letter</u>	17

Search Print Queue (License Documents)

License Type --- License No. Applicant Number

First Name Last Name Full Name

Sent From Sent To

Sort By License Number

Search Clear

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4. Next, you will see the Print Batch listed in the Search Results panel.

To print:

- **All EMTs in the batch:** check the top box (a) under Search Results then click on the **Merge** tab. (b).
- **Selected EMTs in the batch,** check the boxes of the EMTs you wish to print (c) and click on Print Selected (d).

Print Queue Manager > Current

Current Batches

Print/Merge Context: License Documents Profession: Certifying Entity

Batching User: testoe

Batch Types

Name	Number of items
Initial AEMT Card	9
Initial AEMT Letter	9
Initial EMT Card	20
Initial EMT Letter	19
Renewal AEMT Card	3
Renewal AEMT Letter	3
Renewal EMT Card	20
Renewal EMT Letter	17

Search Print Queue (License Documents)

License Type: EMT License No: Applicant Number:

First Name: Last Name: Full Name:

Sent From: Sent To:

Sort By: License Number

Search Clear

Search Results

<input type="checkbox"/>	Name	License Number	License Type	Applicant Number	Create Date	Created By
<input type="checkbox"/>	Jones, Andrew Peters	E015357	EMT	44357	10/15/2020	testoe
<input type="checkbox"/>	SMITH, AARON M	E024137	EMT	53137	09/04/2020	testoe
<input type="checkbox"/>	SMITH, ALLAN R	E036180	EMT	65180	09/21/2020	testoe
<input type="checkbox"/>	JONES, Alexis K	E064175	EMT	93174	08/21/2020	testoe
<input type="checkbox"/>	SMITH, ADAM J	E073359	EMT	102609	08/07/2020	testoe
<input type="checkbox"/>	SMITH, ADAM HAYS	E092868	EMT	135882	08/07/2020	testoe
<input type="checkbox"/>	SMITH, ADRIAN L	E108736	EMT	167518	09/04/2020	testoe

Maximum Items In Print Run: Generate Print Audit Numbers Beginning With: Total print count: 0

Print Selected Merge

19 Result(s)

Total No. of Copies to be printed for all that matched the search criteria: 19

5. After you click Print Selected or Merge a word document will open with the selected template.

6. You may now send this word document to the card printer and print the cards.

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